

# VACANCY NOTICE

File#10546

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Principal Accounting Policy & Methods Analyst		CLASSIFICATION CODE:	02646500
	SALARY RANGE: (0028A) \$41566-\$46929		REFERENCE POSITION NO.:	5415-10000-1727
	Department or Agency Name: TRANSPORTATION		APPLICATION PERIOD:	02/28/05-03/06/05
	Division/Section/Unit: Financial Management			
	Assignment's) / Comments: 35HR. WWK			
	Shift and Days: M-F 8:30am-4:00pm		Job Location:	Two Capitol Hill/Providence
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Name of Bargaining Unit Union: Local 400 IFPTE (EE-3115)			
	There is ___ is not <input checked="" type="checkbox"/> a Civil Service List for this position		See A/B or Both for Specific Instructions	
If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. R.I. Residency Required				
General Information to Candidate	<b>INSTRUCTIONS:</b>			
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	<b>Most Important</b> - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>			
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>			
• <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.				
• <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>			
	The occupant of this position will be responsible for developing and maintaining a complex, computerized, double-entry accounting system and preparing related financial reports, statements and analyses, to perform complex research and analyses of fiscal, operational, and administrative policy and methods associated with the Oracle Financial Management system; a knowledge of the Oracle Public Sector Financials applications is desirable; and to do related work as required.			
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>			
	<b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing; and <b>Experience:</b> Such as may have been gained through: considerable employment in a responsible position requiring knowledge of accounting and computerized financial management systems. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>			
	RIDOT /Office of Human Resources Two Capitol Hill, Room 214 Providence, RI 02903-1124		Telephone #:	222-2572
			TTY/TDD #:	222-4971
			(Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER